



## O\*Net Occupational Review

### Selected Criteria:

Occupation: **Pharmacy Technicians**

***For information about more occupations, go to <http://online.onetcenter.org/> and click "Find Occupations"***

### Occupation Description

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.

### Tasks and Activities

Occupation specific tasks and the most important generalized work activities are listed for **Pharmacy Technicians**.

#### Occupation Specific Tasks:

- Add measured drugs or nutrients to intravenous solutions under sterile conditions to prepare intravenous (IV) packs under pharmacist supervision.
- Answer telephones, responding to questions or requests.
- Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.
- Clean, and help maintain, equipment and work areas, and sterilize glassware according to prescribed methods.
- Compute charges for medication and equipment dispensed to hospital patients, and enter data in computer.
- Deliver medications and pharmaceutical supplies to patients, nursing stations or surgery.
- Establish and maintain patient profiles, including lists of medications taken by individual patients.
- Fill bottles with prescribed medications and type and affix labels.
- Maintain and merchandise home health-care products and services.
- Maintain proper storage and security conditions for drugs.
- Mix pharmaceutical preparations according to written prescriptions.
- Operate cash registers to accept payment from customers.
- Order, label, and count stock of medications, chemicals, and supplies, and enter inventory data into computer.
- Prepare and process medical insurance claim forms and records.
- Price and file prescriptions that have been filled.
- Price stock and mark items for sale.
- Receive and store incoming supplies, verify quantities against invoices, and inform supervisors of stock needs and shortages.
- Receive written prescription or refill requests and verify that information is complete and accurate.
- Supply and monitor robotic machines that dispense medicine into containers, and label the containers.
- Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.

### Detailed Work Activities:

- accept prescriptions for filling
- adhere to safety procedures
- answer customer or public inquiries
- clean rooms or work areas
- collect payment
- communicate technical information
- compound pharmaceuticals or medical preparations
- compute financial data
- deliver or obtain mail, messages, records, food or other items
- dispense prescribed medications and pharmaceuticals
- distinguish colors
- follow safe waste disposal procedures
- interpret prescriptions
- inventory medical supplies or instruments
- inventory stock to ensure adequate supplies
- label pharmaceutical supplies
- maintain customer records
- maintain dental or medical records
- maintain established procedures concerning quality assurance
- maintain record of medication or equipment dispensed to patient
- maintain records, reports, or files
- measure, weigh, or count products or materials
- mix paint, ingredients, or chemicals, according to specifications
- monitor production machinery/equipment operation to detect problems
- obtain information from clients, customers, or patients
- order or purchase supplies, materials, or equipment
- post medical insurance billings
- prepare sterile solutions, infusions, or intravenous packs
- price merchandise
- process medical records
- provide customer service
- sell merchandise
- sterilize or clean laboratory or healthcare equipment
- stock or organize goods
- store pharmaceutical supplies or filled prescriptions
- understand drug products
- understand government health, hotel or food service regulations
- understand properties or composition of drugs
- use cash registers
- use clinical sterilizing technique
- use computers to enter, access or retrieve data
- use health or sanitation standards
- use interpersonal communication techniques
- use knowledge of medical terminology
- use knowledge of metric system
- use laboratory equipment
- use precision measuring tools or equipment
- use quality assurance techniques
- use sanitation practices in health care settings
- use telephone communication techniques
- verify completeness or accuracy of data

I have read and discussed the above job duties as described above for a Pharmacy Technician with my Case Manager.

---

Participant Signature

Date

---

Case Manager Signature

Date